



**RULES OF THE JUDICIAL
MERIT SYSTEM
OF THE SUPERIOR COURT IN
YUMA COUNTY**



RULE 9 - PROMOTIONS, TRANSFERS, DEMOTIONS

9.01 Purpose

All promotions and transfers in Court Departments will be filled by competitive examination.

9.02 Promotions

- A. Promotions are based upon merit and will be made in accordance with the procedures established by these Rules.
- B. An employee who is promoted will be required to serve a probationary period as provided by these Rules.

9.03 Transfer

- A. Court employees may transfer from one court department to another court department. Court employees may also transfer to a county department and county employees may transfer to a court department. Accrued leave balances will be transferred with the employee, but unused compensatory time will be paid to the employee by the transferring department at the time of the transfer, subject to Rule 14.06 (Amended October 30, 2003; Amended October 27, 2010).
- B. If the Presiding Judge determines that part or all of the functions of one court department are to be transferred to another court department, the affected employees of the transferring court department will be accepted as transfers by the receiving court department at the same pay rate unless the receiving court department has no need for the particular position or positions. In the latter event, the rule concerning reduction in force will apply.

9.04 Reassignment

Employees may be reassigned from one position to another position in the same class under the same Appointing Authority at any time at the discretion of the Appointing Authority.

9.05 Demotion

- A. Until a promoted employee successfully completes the prescribed probationary period and attains regular status, the employee may be returned or demoted to a former or like position or class, and will have no right to appeal such demotion.
- B. A regular status employee may be demoted for cause as set forth in Rule 10.03.
- C. If an employee requests in writing to be assigned to a position of a lower pay grade and/or class, the Appointing Authority may make such a demotion. In such cases, the demotion will be deemed to have been made on a voluntary basis and there will be no right to appeal. The salary of a regular status employee who is voluntary demoted will be determined pursuant to the Yuma County Superior Court Compensation policy. Written requests for a voluntary demotion must be kept in the employee's personnel file maintained by the Appointing Authority.
- D. When an employee is to be demoted, the employee will be required to meet the minimum qualifications and testing standards in effect at the time of demotion for the position to which the employee is being demoted.